truPerformance™   One On One   Date: _____

Core Job Duties	How's It Going?			Needs?
1.	🟥	🟨	🟩	
2.	🟥	🟨	🟩	
3.	🟥	🟨	🟩	
4.	🟥	🟨	🟩	
5.	🟥	🟨	🟩	
6.	🟥	🟨	🟩	

Commitments from last One on One

Item	Owner	Status

Key Projects / Upcoming Deadlines or Deliverables / Questions

Item	How's It Going?			Needs?
	🟥	🟨	🟩	
	🟥	🟨	🟩	
	🟥	🟨	🟩	
	🟥	🟨	🟩	
	🟥	🟨	🟩	
	🟥	🟨	🟩	
	🟥	🟨	🟩	

Guidance From My Leader: Measuring Success / Communicating Status

How does my leader measure success?	When do they want alerts/special updates?
Example: Job Duties / Projects: Meet Cost, Timing, Quality, Customer Satisfaction targets For Team: Live our Social Contract	Example: Warnings before getting negative feedback from other VP, CEO, or key customer. If you see something dangerous/reckless say something.

Commitments from This One on One

Item	Owner / Deadline